MORS TEMP SHIFTS
USER GUIDE

CONTENT

MORS TEMP SHIFT GUIDE

1. Introduction

This document details the methods and procedures needed to operate the new recruitment platform called MORS.

2. Accessing MORS

MORS is accessible from any PC with Internet Explorer. The link to access MORS is:

https://fremantletrust-mors.career-portal.co.uk/portal.php

Once you have followed the link to MORS you will be asked to login using your username and password which is provided by the Recruitment Team (figure 1).

If you need to reset your password, you can do this by typing your username and selecting 'Reset your password'. If you have forgotten your username please contact the Recruitment Team at fremantle@cohesionrecruitment.com.

Figure 1

Once you have logged into MORS you will see the below welcome page:

Figure 1

3. Raising your temp shifts

1. To raise your temp bookings for your home please click onto the '**Temp Shifts'** button. The user will be directed to the temp shift part of the system where you will be able to to view the details of your service as shown in figure 3.

Figure 3

2. To request a temporary worker, simply click on the relevant job title you require cover for. Once the screen has loaded the user will now have to select a shift pattern from the selection available. To do this, please click on the circle next to the name of the required shift pattern. This can be found underneath the column headed "Select a shift". Figure 4 shows that the "Afternoon" shift has been selected.

Figure 4

3. Once the required shift has been selected, a "Select a reason for the vacancy" box will appear. This box will prompt the user to select the reason for the vacancy. This is shown in Figure 5 below

Figure 5

4. When the user has selected an option from the "Reason for vacancy" box, the main calendar function will appear. This is the main section which allows the user to select the date/s that shifts will need to be raised on. This function is detailed in Figure 6 below:
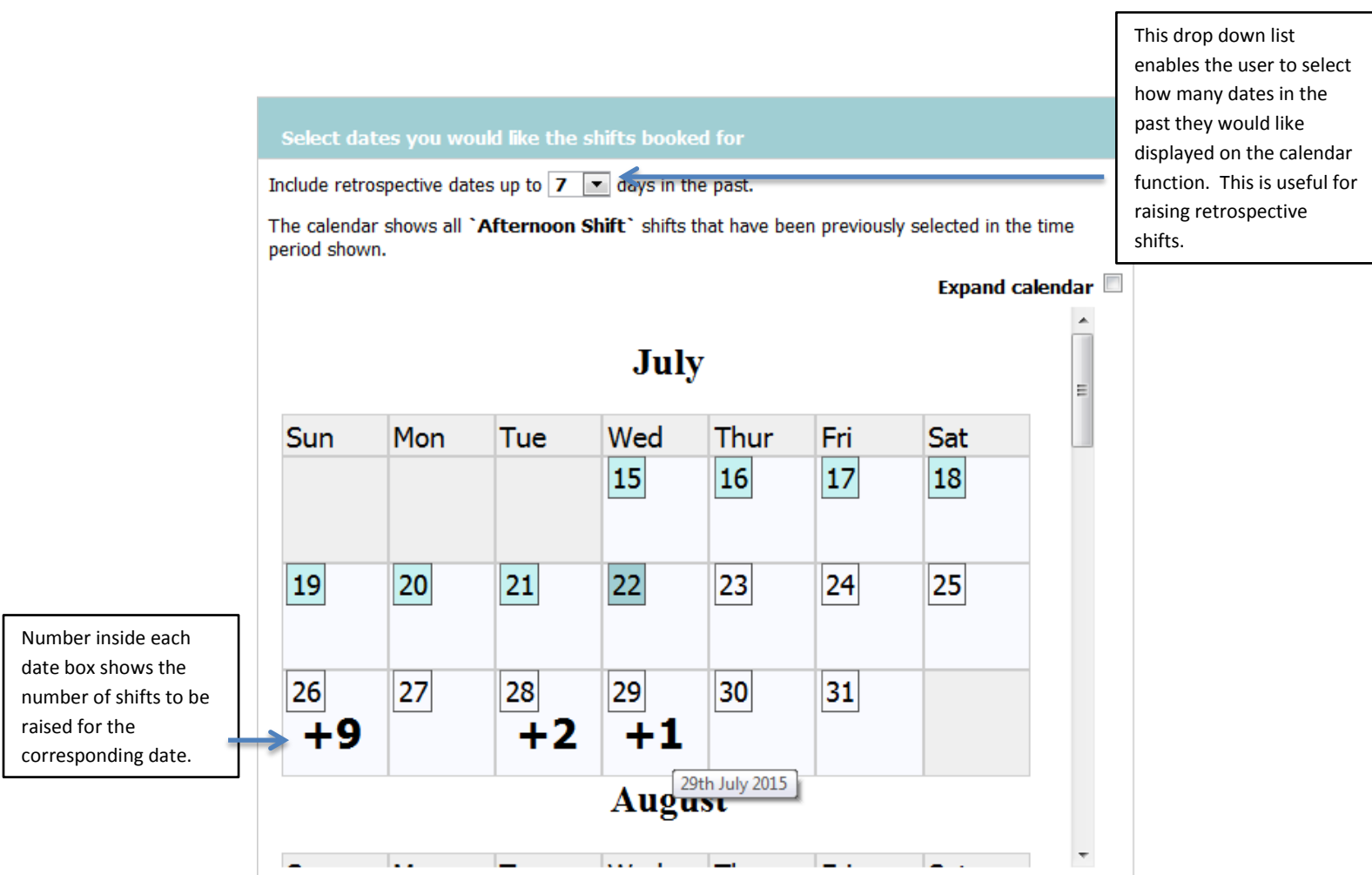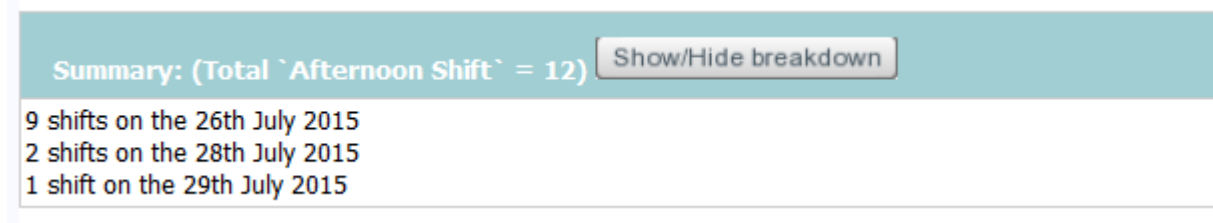
This drop down list enables the user to select how many dates in the past they would like displayed on the calendar function. This is useful for raising retrospective shifts.

Number inside each date box shows the number of shifts to be raised for the corresponding date.

Select dates you would like the shifts booked for

Include retrospective dates up to 7 days in the past.

The calendar shows all `**Afternoon Shift**` shifts that have been previously selected in the time period shown.

Expand calendar ☐

July

Sun	Mon	Tue	Wed	Thur	Fri	Sat
			15	16	17	18
19	20	21	22	23	24	25
26 +9	27	28 +2	29 +1	30	31	

29th July 2015

August

Figure 6

5. **IMPORTANT RULES TO REMEMBER:** To use the calendar function, please follow these steps carefully:
   - Use the mouse to click on the date the shift needs to be raised on. The +1 symbol will appear as shown on the 29th July in Figure 6. Every time a date is clicked on, it will increment the number by one. Figure 6 shows that the user is about to raise 9 shifts for the 26th of July, 2 shifts for the 28th of July and so forth.
   - The user can only raise 9 shifts per date at one time. Clicking on a same date 10 times will reset the shift number to 0. In the unlikely case that more than 9 shifts are needed on a specific date, the user will have to go through the process again.
   - To raise a retrospective shift, select the drop down box shown in Figure 6 and select the number of days you would like the calendar to back date.
   - **Please note:** The system will only allow users to raise 1 retrospective shift per date. To raise more than one retrospective shift per date, the user will have to go through the raising process again.

6. Once the user has set the number of shifts required on the calendar, a quick summary can be viewed below the calendar function. This section shows a summary of all shift selections made. This is shown in Figure 7 below:
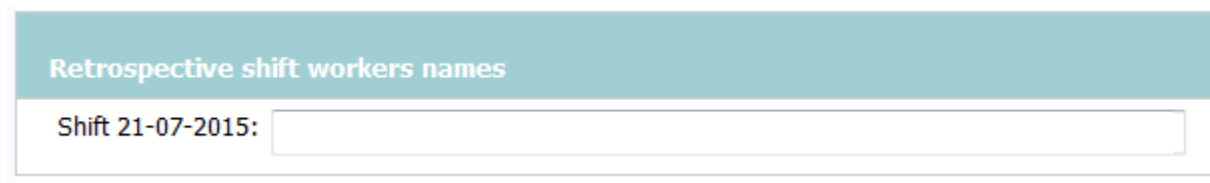

Summary: (Total `Afternoon Shift` = 12) [Show/Hide breakdown]

9 shifts on the 26th July 2015
2 shifts on the 28th July 2015
1 shift on the 29th July 2015

<center>**Figure 7**</center>

By clicking on the "Show/Hide breakdown" button, the user can toggle between showing and hiding this summary.

7. If the user has chosen to raise retrospective shift/s, the system will prompt the user to enter the name/s of the worker/s that filled the retrospective shift/s. This is shown in Figure 8:

Retrospective shift workers names

Shift 21-07-2015:

<center>**Figure 8**</center>

In this example, the user has chosen to raise one retrospective shift on the 21st July 2015. Therefore, the system has asked for the names of the workers who filled these retrospective shifts.
Please note: The system will not allow the user to raise retrospective shifts if names have not been entered into the relevant fields

8. The final section of the shift raising form enables the user to specify preferred workers along

The user can type the names of any preferred workers they may wish to cover the shifts

Select workers and any specific requirments

Prefered workers names:

Specific requirements?
e.g. Language, translation, lone working, personal care, driver, male or female preference

The user can specify specific requirements which may be needed for the shifts.

Raise shifts | Cancel | Reset

Form Options. To raise the shifts, please click the "Raise Shifts" button or cancel or reset the form as appropriate.

Figure 9

9. Once the "Raise Shifts" button has been clicked, the user will be directed to a summary page which outlines the selections made. Before authorising these shifts, it is strongly advised that the user goes through the summary to ensure that all data is correct. The summary page is shown in Figure 10 below:

Summary of requested shifts.

Afternoon Shift (14:00 - 22:00)

A total of 14 shifts have been requested for the following dates;

- 1 shift requested for the 22nd July 2015
- 9 shifts requested for the 26th July 2015
- 2 shifts requested for the 28th July 2015
- 1 shift requested for the 29th July 2015

    Preferred workers for these roles;

    - None indicated

Retrospective roles

- 21st July 2015 - test

Reason for recruitment

- Covering Annual leave
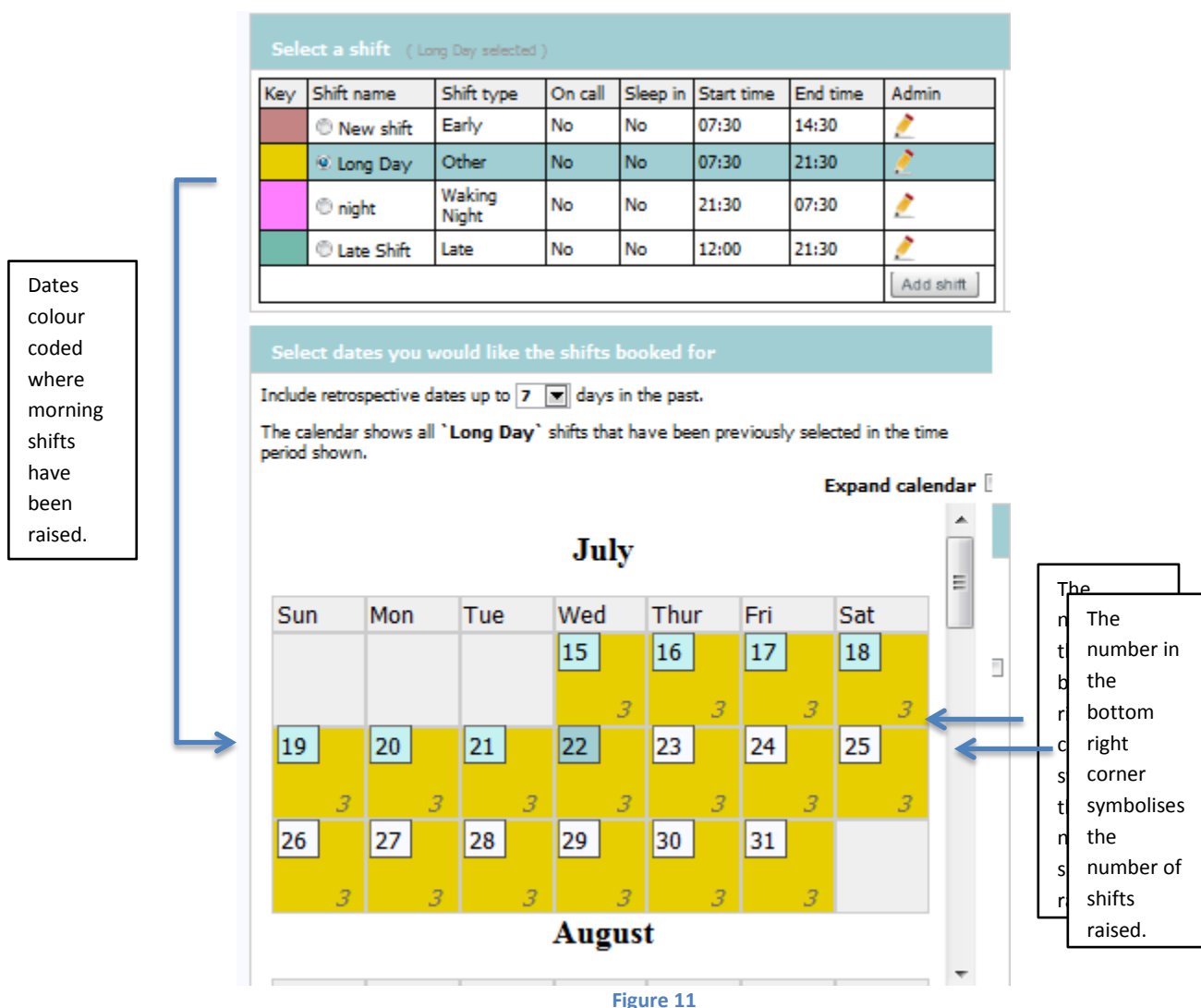
Additional information

-

Please note no shifts have yet been raised from this request. Please read through this page, and once happy that the information is correct proceed to the authorise shifts button below.
If you are unsure, or the information is wrong please press cancel to restart the process.

Authorise shifts | Cancel

Figure 10

10. Once the user is sure that all data is correct, they can click on the "Authorise Shifts" button to record the shifts on the system.

11. When this button has been clicked, a request confirmation page will appear. The shifts have now been raised. The user can now choose to raise further requests using MORS as required.

12. Once shifts have been raised on the system, information regarding the shift frequency is reflected on the calendar function. When the user selects a shift pattern, the calendar function will automatically colour code the dates where shifts have been raised with the colour assigned to the selected shift pattern. This is illustrated in Figure 11 below:

Dates colour coded where morning shifts have been raised.

The number in the bottom right corner symbolises the number of shifts raised.

Figure 11

As can be seen in Figure 11 above, the user has selected the "Long day". As a result the system has colour coded the dates on the calendar where long days have been raised. Where applicable, numbers found on the bottom right of each date box symbolise the

number of shifts raised on that day. If the user wishes to raise additional shifts on the colour coded dates, they can do so by following the normal procedures.

4. Adding a shift template

By entering your shift patterns into the system these will act as templates for you when raising shifts, helping to make the process simple and easy to use.

13. To add a new shift template to the MORS system, you will need to go to "Temp shifts" and select the relevant job title you would like to add a new shift template for. Under the "Select a shift" section you will see an option to "Add shift" as shown in Figure 12 below:

Figure 12

14. When this button is clicked, the system inserts a new line in which the user can enter the desired shift values. This is outlined red in Figure 13 below:

Figure 13

I. Within the 'New Shift Options', please input the name of the shift.

II.   From the drop down list, select the shift type. The options available are 'Early','Late','Waking Night' and 'Other'.

III.   The next step is to tick the check boxes as appropriate. The first check box will be ticked if the shift is "on call". The second check box will be ticked if the shift is a "Sleep in".

IV.   Within the next two text boxes, the user must enter the start and end time of the shift.

V.   Finally, to add the new shift pattern, please click on the green tick icon.

15. Once the user has added the new shift pattern, it will appear at the end of the shift table. This is shown in Figure 14 below. The new shift pattern is now ready to select in order to raise shifts.

Key	Shift name	Shift type	On call	Sleep in	Start time	End time	Admin
	○ Afternoon Shift	Late	No	No	14:00	22:00	
	○ Early	Early	No	No	07:30	14:30	
	○ EXAMPLE	Early	No	No	05:00	10:00	✎
							Add shift

Figure 14

16. Once you have created your shift templates you are then ready to raise your temporary worker request. To do this simply select the shift pattern you require cover for

5. Viewing the status of your shifts

17. To view the shifts raised, the user will have to click on the "Job summary" tab which can be found on the sub menu under "Temp Shifts" as shown in figure 15.

| Admin | Temp | Temp Shifts | MI |

Temp Shifts

Worker Request ▼   Job Summary ▼

Figure 15

18. This will then take the user through to the job summary section as shown in figure 16:

As you can see from the above the shifts are highlighted green as they have been filled. It therefore confirms the name of the person completing the booking, the agency they are from, as well as providing you with access to their profile.

There are a number of different statuses for the shifts which are outlined in the key below for you.

Key:

	Shift filled
	Proposed candidate offered the booking
	Candidates have been proposed
	Shifts have been released to the suppliers

Should you require any additional support using the system please do not hesitate to contact the team on 0121 713 8324.